

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-529

PAGE
NO. 1 of 15

RECORDS RETENTION AND DISPOSAL SCHEDULE

PRINCE GEORGE'S COUNTY POLICE

RECORDS/IDENTIFICATION

AGENCY		DIVISION
Item No.	Description	Retention
	SUPERSEDES SCHEDULE NO. C-516	
100	<u>ADMINISTRATIVE RECORDS</u>	
101	Audit/Inspection Records (Includes correspondence/reports relating to personnel/fiscal/privacy/security/equipment audits/inspections/reviews.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
102	Contractual Records (Includes related correspondence/duplicate contracts/memoranda of understanding/agreements/permits/other contractual arrangements relating to labor relations/equipment maintenance/police data exchange programs.)	Destroy 1 year after date of expiration.
103	Correspondence (General) (Includes internal/external correspondence relating to police operations/functions.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
104	County Bills (Duplicate) (Includes related correspondence/bills adopted by County Council.)	Retain until amended or repealed, then destroy.
105	Decisions/Opinions (Includes related correspondence/court decisions/cases/legal opinions/advisory letters relating to police operations.)	Destroy when superseded or obsolete.
106	Directives Records (Duplicate) (Includes correspondence/administrative directives/orders/procedures/executive orders/memoranda/amendments/division directives/rules/regulations/handbooks/manuals/proclamations relating to functional activities.)	Destroy when superseded, updated, cancelled, or obsolete.

Schedule approved by Department, Agency or Division Representative

J.N. SEONDQUIRIS

DIRECTOR

11/16/82

Schedule Authorized by Hall of Records Commission

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Date

Archivist

Date

Chief Administrative Officer

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - Brd. Of Public Works, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 2 of 15

Item No.	Description	Retention
107	Federal Laws/Regulations (Duplicate) (Includes related correspondence/regulations/bills issued by U.S. Congress/Executive Departments relating to privacy/security plans.)	Destroy when superseded, updated, revised, or obsolete.
108	House Bills (Duplicate) (Includes related correspondence/bills adopted by Maryland General Assembly relating to police operations.)	Destroy when amended, or repealed.
109	Manuals/Warranties (Includes related correspondence/manuals/instructions/warranties relating to office equipment.)	Transfer with equipment receiving agency.
110	Minutes (Duplicate) (Includes division/departmental minutes of meetings created by Chief of Police/Records Division Director.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
111	Organization Charts (Includes staffing charts/related materials.)	Retain permanently.
112	Other State/County Laws/Regulations (Includes related correspondence/bills from other state/county legislative bodies relating to police operations.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
113	Planning Records (Includes correspondence/reports relating to specific/general project program planning activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
114	Property Turn-In Reports (Includes related correspondence/reports used for office equipment surplus/transfer/disposal activities.)	Cutoff at end of calendar year. Retain until property inventory updated.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 3 of 15

Item No.	Description	Retention
115	Public Information Inquiries (Includes correspondence relating to criminal/juvenile/identification/incident/accident information collection/dissemination activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
116	Records Disposal Certificates (Includes certificates used for police records disposals authorized by records retention schedules.)	Retain permanently.
117	Records Retention Schedules (Includes county/state approved records retention schedules relating to Records Management Program.)	Destroy when superseded, or updated.
118	Records Transmittals/Receipts (Includes transmittals/receipts used for transferring records holdings to county records center for temporary storage.)	Destroy when off-site records series eligible for authorized destruction.
119	Repair Work Requests (Includes correspondence/other records for repairs/maintenance work requests.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
120	Resolutions (Duplicate) (Includes related correspondence/resolutions adopted by legislative bodies.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
121	Studies/Surveys/Projects (Includes related correspondence/reports relating to management surveys/studies/projects/programs.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
122	Subpoenas/Summons/Orders (Includes related correspondence/subpoenas/summons/orders issued by state/federal courts for deposition/trial activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
200	<u>FISCAL/ACCOUNTING RECORDS</u>	
201	Bank Deposits/Tickets (Includes related correspondence/bank deposits/tickets used for records sales.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-529

PAGE
NO. 4 of 15

Item No.	Description	Retention
202	Bills/Invoices (Includes related correspondence/reports/bills/invoices/ other records relating to fiscal operations/functions.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
203	Budget Preparation Records (Includes related records/correspondence relating to operating budget preparation/development.)	Cutoff at end of fiscal year. Retain for 3 additional years, then destroy.
204	Capital Budget Records (Includes related records/other documents relating to budget estimate/preparation for capital expenditures.)	Cutoff at end of fiscal year. Retain for 3 additional years, then destroy.
205	Collection Records (Includes related correspondence/bad checks/other records relating to bad checks collection activities.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
206	Collections/Transmittal Reports (Includes related correspondence/transmittal reports used for bank deposit activities.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
207	Holiday Reimbursement Records (Includes related correspondence/records relating to employees eligible for holiday pay.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
208	Money Collections Logs (Includes records used for daily cash receipt/check transactions.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
209	Report Sales Receipts (Includes receipts for police reports transactions.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
210	Reproduction Readings Records (Includes photocopy readings used for vendor billings.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
211	Purchase Orders/Requisitions (Includes purchase orders/requisitions used for supplies/ service/equipment procurement activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 5 of 15

Item No.	Description	Retention
300	<u>IDENTIFICATION RECORDS</u>	
301	<u>Criminal Prints</u>	
A	Criminal Photographs (Adults) (Includes positive/negative photographs relating to persons arrested/photographed for criminal identification.)	Destroy positive/negative when offender becomes 75 years old.
B	Criminal Photographs (Juveniles) (Includes positive/negative photographs relating to juveniles arrested/photographed for criminal identification.)	Destroy positives/negatives when offender becomes 30 years old.
C	Latent Prints (Identified) (Includes latent prints collected from crime scenes/used for positive suspect identification.)	Cutoff at end of calendar year. Retain for 30 additional years, then destroy.
	Latent Prints Without Values (Includes latent prints collected from crime scenes/used for crime solving activities.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
E	Latent Prints Without Values (Felony Cases) (Includes latent prints collected from crime scenes/used for felony cases.)	Cutoff at end of calendar year. For homicide, rape, robbery, and kidnapping related latent prints, destroy at end of 30 years.
F	Latent Prints With Values (Misdemeanor Cases) (Includes latent prints collected from crime scenes/used for misdemeanor cases.)	Cutoff at end of calendar year. For misdemeanor related latent prints, destroy at end of 5 years.
G	Ten-Fingerprints (Adults) (Includes fingerprints relating to persons arrested/charged with criminal activities/used for positive identification.)	Destroy when offender becomes 75 years old.
H	Ten-Fingerprints (Juveniles) (Includes fingerprints relating to juveniles arrested/charged for criminal activities/used for positive identification.)	Destroy when offender becomes 30 years old.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 6 of 15

Item No.	Description	Retention
I	Ten-Fingerprints (Identified Deceased) (Includes fingerprints relating to identified dead persons.)	Destroy at end of 5 years from date of death.
J	Ten-Fingerprints (Non-Identified Deceased) (Includes fingerprints relating to non-identified deceased persons.)	Destroy at end of 20 years.
302	<u>Non-Criminal Prints</u> (Includes fingerprints relating to civilian applicants/fortune tellers/masseurs/masseuses/hackers for employment/licensing purposes.)	
A	Civilian Personnel	Destroy after employee termination/separation or transfer to another County agency.
	Fortune Tellers	Cutoff at end of calendar year. Destroy 1 year after last printing.
C	Masseurs/Masseuses	Cutoff at end of calendar year. Destroy 1 year after last printing.
D	Sworn Personnel	Destroy after employee termination/separation.
E	Taxi Drivers/Hackers	Cutoff at end of calendar year. Destroy 1 year after last printing.
303	<u>Prints (Non-Affiliated Agencies)</u> (Includes fingerprints/latents processed by other law enforcement agencies for persons arrested/charged with criminal activities/used for positive identification.)	
A	Adult Fingerprints	Pull fingerprints when offender becomes 75 years old. Transfer to originating agency for disposal.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 7 of 15

Item No.	Description	Retention
B	Juvenile Fingerprints	Pull fingerprints when offender becomes 30 years old. Transfer to originating agency for disposal.
C	Latent Prints (Identified)	Pull prints when offender becomes 30 years old. Transfer to originating agency for disposal.
400	<u>PERSONNEL RECORDS</u>	
401	Accidents (Vehicles) (Includes related correspondence/employee accident reports.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
402	Annual Leave Transfer Requests (Includes related correspondence/form letters used for employee annual leave transfers.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
403	AWOL Records (Includes related correspondence/form letters relating to unauthorized employee absenteeism.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
404	Daily Personnel Reports (Includes correspondence/personnel reports used for payroll preparation.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
405	Demotion Requests (Includes related correspondence/form letters relating to employee demotion requests.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
406	Doctors' Certificates (Includes related correspondence/medical certificates for employee sickness.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
407	Employee Benefit Plans (Includes related correspondence/reports relating to employee health insurance/disability/other plans.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 8 of 15

Item No.	Description	Retention
408	Employee Interview Records (Includes related correspondence/forms/reports used for employee recruitment program.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
409	Employee Training/Placement Programs (Includes related correspondence relating to local/state/federal placement programs.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
410	Employee Reassignments (Includes related correspondence relating to employee reassignment activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
411	Employee Resignations/Transfers (Includes related correspondence/form letters relating to employee terminations/transfers.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
412	Employee Special Activities (Includes related correspondence/other records relating to employee donations for various charitable organizations.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
413	Hiring Exemption Records (Includes related correspondence/justifications used for filling vacant positions.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
414	Incentive Awards Records (Includes related correspondence/other records relating to employee incentive awards program.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
415	Injuries (Employees) (Includes related correspondence/accident reports relating to employee injured in the work areas.)	Cutoff at end of calendar year. Retain until employee separation, then destroy.
416	Leave Requests (Includes related correspondence/requests relating to leave authorizations/approvals.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 9 of 15

Item No.	Description	Retention
417	Leave Without Pay Requests (Includes related correspondence/form letters relating to employee leave without pay requests.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
418	Overtime Requests (Includes related correspondence/form letters relating to employee overtime requests.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
419	Position Descriptions (Includes job descriptions used for classified work/employment control.)	Destroy when superseded, revised, or abolished.
420	Time Reports/Sheets (Includes related correspondence/other records used for payroll determinations.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
421	Training Nomination Records (Includes related correspondence/other records relating to employee training/development.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
500	<u>POLICE RECORDS</u>	
501	Administrative Expungement Records (Includes related correspondence/records relating to juvenile offenders charged as adults/remanded/waived to Juvenile Court for proceedings.)	Cutoff at end of calendar year. Retain for 5 additional years, then destroy.
502	Arrest Number Records (Includes daily transaction sheets used for arrest number issuance/control requirements.)	Cutoff at end of calendar year. Destroy at end of 3 years.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-529
PAGE
NO. 10 of 15

Item No.	Description	Retention
503	Arrest Case Records (Includes case files relating to persons arrested/tried for criminal activities.)	Microfilm into master and duplicate fiche for security and update. Destroy hardcopy after film inspection. Retain microfilmed case file until subject file becomes 75 years old, then destroy. Destroy deceased records after death confirmation.
504	Arrest/Disposition Disseminations (Includes related correspondence, hardcopy arrest reports/dispositions by mail and in person disseminations.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
505	CHRI Name Searches (Includes oral/telephone/mail/in-person CHRI disseminations for criminal investigations/employment/licensing purposes.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
506	Expungement Compliance Records (External) (Includes related correspondence/expungement orders/petitions received from law enforcement agencies for mandatory expungement compliance.)	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
507	Expungement Compliance Records (Internal) (Includes related correspondence/other documents relating to expungement certifications/compliances without criminal records collected/maintained by Prince George's County Police Central Repository.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
508	Expungement Denial Records (Includes related correspondence/objection notices/petitions/waivers/other documents relating to expungement denials.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
509	Expungement Case Records (Includes related correspondence/records relating to court ordered expungements/notifications/requirements/compliances.)	Cutoff at end of calendar year. Retain for 5 additional years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 11 of 15

Item No.	Description	Retention
510	Handgun Search Reports (Includes search reports for suspects carrying concealed handguns.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
511	Incident Dissemination Records (Includes daily transaction sheets used for written police incident/offense disseminations.)	Cutoff at end of calendar year. Retain for 5 additional years, then destroy.
512	Juvenile Records (Includes related incident reports/arrest reports/youth field reports/citations relating to juvenile offenders.)	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy microfilm cartridge at end of 12th year of transaction.
513	Juvenile Dissemination Records (Includes daily transaction sheets used for oral/written juvenile information to authorized agencies/users for criminal investigations/court proceedings/employment purposes/arrest reports/juvenile citations/youth field reports/case reports/photographs/fingerprints.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
514	Juvenile Expungement Records (Includes related correspondence/expungement orders relating to juvenile expunged records.)	Cutoff at end of calendar year. Retain for 5 additional years, then destroy.
515	Offense/Incident Records (Includes related correspondence/investigation records relating to incident/fire/missing person/property/vehicles/other complaints for police actions.)	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy microfilm cartridge at end of 25 years.
516	Pawnbroker Records (Includes seller/buyer records relating to personal property pawn/loan transactions by licensed dealers.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
517	Photographic Negatives (Felony Cases) (Includes photographic negatives relating to felony investigations.)	Cutoff at end of calendar year. Retain for 25 years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 12 of 15

Item No.	Description	Retention
518	Photographic Negatives (Misdemeanor Cases) (Includes photographic negatives relating to misdemeanor investigations.)	Cutoff at end of calendar year. Retain for 10 additional years, then destroy.
519	Photo/Print/FBI Rap Sheet Disseminations (Includes related correspondence/criminal photos/fingerprints/FBI rap sheets disseminated to authorized agencies for law enforcement activities.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
520	Precious Metals/Gems Records (Includes seller/buyer records relating to precious metals/gems transactions by licensed dealers.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
521	Property Inventory Records (White) (Includes police records relating to property confiscations/seizures.)	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy microfilm cartridge at end of 30 years.
	Ride-Along Records (Includes related correspondence/applications/releases/other documents relating to ride-along program.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
523	Security Records (Includes related correspondence/reports/surveys/diagrams used for commercial/residential property protection purposes.)	Cutoff at end of calendar year. Retain for 10 additional years, then destroy.
600	<u>PRINTOUT RECORDS</u> (Includes reports/summaries/statements/other machine readable records processed by automated/electronic data processing systems/computers used for agency operations.)	
601	Bicycle Registrations	Destroy when superseded or obsolete.
602	Citation Dispositions (Traffic)	Destroy when superseded or obsolete.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 13 of 15

Item No.	Description	Retention
603	Dispatch Records (Includes computer generated records relating to complaints/incidents handled by communications/field operations personnel.)	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy microfilm cartridge at end of 25 years..
604	Missing Summons/Book Audit Reports	Destroy 1 year after audit compliance.
605	Precious Metals/Gems/Pawn Reports	Destroy when superseded or obsolete.
606	Printout Name Indices (Includes computer generated printouts used to retrieve hardcopy/microform police offense/incident/accident/criminal/juvenile reports.)	
A	Adult Name Indices	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy microfilm cartridge at end of 3 years.
B	Accident Indices	Retain for 3 years, then destroy.
C	Juvenile Indices	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy microfilm cartridge when offender becomes 30 years old.
D	Offense/Incident Indices	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy microfilm cartridge at end of 25 years.
E	Pawnbroker Indices	Retain for 2 years, then destroy.
F	Precious Metals/Gems Indices	Retain for 2 years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 14 of 15

Item No.	Description	Retention
607	Traffic Master Lists	Destroy when superseded or obsolete.
608	Traffic Ticket Summaries	Destroy when superseded or obsolete.
609	Other Computer Generated Printouts	Destroy when superseded, updated, or obsolete.
700	<u>REPORTS/STATISTICS</u> (Includes related correspondence/informational/statistical/narrative/periodic/administrative/managerial/recurring/non-recurring/situation reports for internal/external uses/disseminations.)	
701	Annual Uniform Crime Reports	Retain permanently.
702	Crime Analysis Information Bulletins	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
A	Monthly Summaries	
B	Weekly Summaries	
704	RAFIS Annual Reports	Retain until computer system replacement/dismantling, then destroy.
705	Service Indicators Reports	Cutoff at end of calendar year. Retain for 10 additional years, then destroy.
706	Situation/Special Reports	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
707	Weekly Crime/Offense Reports	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
800	<u>TRAFFIC RECORDS</u> (Includes records relating to motor vehicle warnings/traffic safety violations.)	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. C-529

PAGE

NO. 15 of 15

Item No.	Description	Retention
801	Accident Photographs	Cutoff at end of calendar year. Retain for 5 additional years, then destroy.
802	Maryland Uniform Complaints/Citations	Cutoff at end of calendar year. Destroy 1 year after MVA audit compliance.
803	Motor Vehicle Accident Reports	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
804	Safety Equipment Repair Orders	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
805	Summons (Defendants/Witnesses)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
806	Traffic Citation Transmittal Sheets	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
807	Warning Notices	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.